Present:
Richard Brak, Steve Carnie, Aleks Owczarek (Chair), Iwan Jensen, Deb King, Averil Newman, Theo Pham, Andrew Robinson and Janet McKinney (minutes)

1. Apologies:
Apologies were received from Penny Wightwick

2. Minutes of the previous meeting and matters arising:
Minutes of the November 28, 2007 were accepted.

Matters Arising:
Faculty IT – no longer exists and Aleks detailed the new status.
P Hall’s machine – nothing has yet happened. MASCOS has a machine at Fisherman’s Bend but no information available on it. Having it in the department would cost approximately $25,000 to re-establish = will be used for spare parts. On hold currently till PH returns.

3. Report from Chair:
• Budget
Handout provided and salient point of the budget to end 2007 referred to by Aleks. Contingency = extra machines for Associates, their machines to Honours students as we currently have more students than computers.

• Machine age
Aleks and Theo have a policy, set down by the Equipment Committee, on the ages of machines in the department – not those covered by grants. Does the policy need reviewing as it was originally set up in 2003? No.

4. Report from IT Manager
• Undergraduate Laboratory
55 machines purchased for the undergrad lab – from first 2 weeks July to start of Semester 2.

• IT shared services
Vicki Jackson/Science to look at how shared services/resources can/will work. IT staff and Dept Managers met in the Faculty today – speaker from IS spoke mainly on ‘centralisation’
Unicard will take over the undergrad printing here from Semester 1, 2009.

• Exchange
Theo emailed IS at the end of April with the department’s email addresses but no response as IS is undergoing restructuring and therefore nobody is responsible for Exchange. Switches and computer points thought to be taken over by end of year.
5. **Report from Web/Database coordinator**  
Database going well, stable and maintained.  
2 new servers purchased and Harjit working on migration.  
Richard updated the committee with recent activities on the website  
(additions/update/archives)  
Seminars/events can be more utilised.

6. **Report from LMS coordinator**  
Penny spoke to her previously distributed report.  
SSL/LMS – suggestion that for Semester 2, all NG subjects on LMS trial SSLC as the SSLC is generic.

7. **Report from IT in teaching coordinator**  
Andrew thanked staff for their help regarding the Maths Fair particularly the HelpDesk.

8. **Any other business**